



Miami-Dade Property Appraisal Department  
Public Service Division  
111 NW 1<sup>st</sup> Street, Suite # 710  
Miami, FL 33128

## Separation Request Form

### Step 1

<b>Folio :</b> <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Real Estate Parcel Identification Number.	Property Address (Provide multiple addresses if assigned)
Does the above folio have a Homestead Exemption? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, acknowledge effect of tax status below.	
Is parcel vacant? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, how many building structures / units on parcel? <input style="width: 80%;" type="text"/>	
Does Unity of title exist on parcel described above? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for separation request: <input style="width: 90%;" type="text"/>	

### Step 2

#### All Separation requests require the following:

- All taxes must be paid prior to separation.
- Owner must complete, sign, date and have this form notarized.
- Submit legal descriptions and survey(s) for each parcel, as they would appear after separation.
- If subject is a condominium, owner must submit a letter from the Condominium Association acknowledging owner's separation request and property's physical status as two separate living units. Must provide main entrance unit number and total bed/bath count for each unit and floor plans or design reflecting current physical changes (if available).
- Approval from Public Works Land Development Division acknowledging and agreeing to property owner's separation request.

#### Notification

The Property Appraiser reserves the right to investigate and inspect the premises to confirm its status. If property is mortgaged, property owner must notify all mortgagees associated with the properties listed above. Once the requested information has been provided to our office it will be subject to review. Owner acknowledges conditions of separation and includes it with separation request. Meeting the above conditions does not imply approval of separation.

**Effect on tax status** – If the parcel is currently receiving a Homestead Exemption, the exemption will only remain on the original folio. The new folio will not receive the benefit of the Amendment 10 assessment “cap” and will result in the taxes being based on the full market value.

### Step 3

#### \* Current owner(s) of record or their attorney (with a power of attorney) must sign request.

Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 80%;" type="text"/>
Print Name: <input style="width: 90%;" type="text"/>	Tele.No.: <input style="width: 80%;" type="text"/>

If ownership is in a company name, print name, your title and company name.

### Step 4

The foregoing instrument was acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_ by \_\_\_\_\_, who is personally known to me or has provided \_\_\_\_\_ as identification and who did/did not take an oath.

<b>Office Use Only: Check box below if attached</b>			
Review For Tax Year: _____			
Survey: <input type="checkbox"/>	Legal Descriptions: <input type="checkbox"/>	Approval from PW Land Dev. <input type="checkbox"/>	
Homeowner's Assoc. <input type="checkbox"/>	Deed <input type="checkbox"/>	Other: _____	

\_\_\_\_\_  
Notary Public  
State of Florida  
Print name:  
\_\_\_\_\_